

CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
January 7, 2003

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. LEGAL SUPPORT	PLANNING SECTION
2. TRAINING DRESS CODE	TRAINING SECTION
3. LIQUID SPILLS AT AUTO ACCIDENTS	IMPOUND UNIT
4. CHANGE IN EMPLOYEE INJURY FORM PROCESSING	PERSONNEL SECTION
5. CITIZEN COMPLAINT AUTHORITY	EMPLOYEE RELATIONS UNIT

1. **LEGAL SUPPORT**

Effective immediately, Ernest McAdams Jr., City Prosecutor, is now the legal contact for the Cincinnati Police Department regarding any criminal questions, search warrants or charging of a suspect.

Terry Cosgrove is now the Department's legal liaison responsible for police training, policy decisions, and the Department of Justice and Collaborative Agreements.

2. **TRAINING DRESS CODE**

Police personnel are reminded when attending in-service training that the uniform of the day **or conservative business attire** must be worn. Clothing made of denim material is not acceptable.

Conservative business attire for men consists of the following: suit or sport coat with collared dress shirt, necktie, dress trousers, and dress shoes. **Banded collars and turtleneck shirts may not be worn.**

Conservative business attire for women consists of the following: business style dress/slacks or suit and dress shoes.

Personnel not wearing the proper conservative business attire or uniform of the day will be returned to their unit of assignment and will need to reschedule their training day. Questions may be directed to Barry Webb at 357-7561.

3. LIQUID SPILLS AT AUTO ACCIDENTS

Officers at auto accident scenes are reminded to advise the tow company driver that he is responsible for the entire clean up of the accident scene, which includes debris in addition to liquid spills. All tow trucks on the police rotation list are required to carry a five-gallon bucket of "floor dry", which will be used clean up normal spills. Officers will **not** notify the Ohio Department of Transportation (ODOT) or Highway Maintenance to respond to the scene unless the spill is large and in excess of what can be contained with one bag of "floor dry". If ODOT or Highway Maintenance must be contacted, advise them of the size of the spill so they may respond with a sufficient amount of "floor dry".

Any tow truck driver that does not properly clean the accident scene will be cited on an NTA under CMC 511-6, Placing Tacks, Glass or Other Articles on Highway. A copy of the NTA will be forwarded to the Impound Unit according to Procedure 12.265, Wrecker and Towing, Section D.

4. CHANGE IN EMPLOYEE INJURY FORM PROCESSING

On January 1, 2003, the processing of forms regarding supervisory investigation of employee injuries was revised. District/section/unit supervisors will now fax the Form 91SP and the First Report of Injury form to CompManagement at 1-614-718-9871. Supervisors will no longer fax the reports to Sheakley but will continue to fax copies to Employee Safety at 352-4970 and Risk Management at 352-3761 as instructed in the injury packet.

New injury packets will be sent to all districts/sections/units and will be used for injuries occurring in 2003. Supervisors will continue to use the current injury packets until the new ones arrive.

Risk Management will mail a letter to each City employee outlining these changes.

5. CITIZEN COMPLAINT AUTHORITY

On January 6, 2003, the Citizen Complaint Authority (CCA) became operational. The new CCA will replace the Citizen Police Review Panel (CPRP) and the police function of the Office of Municipal Investigations (OMI). The CCA mission will be to investigate serious interventions by police officers, including but not limited to, shots fired, deaths in custody and major uses of force, and to review and resolve all citizen complaints in a fair and efficient manner. The contact number for the CCA Office is 352-1600. Any further questions regarding the CCA may be directed to Lieutenant Dave Bailey at 352-2997.